WYBC 640 ON YOUR DIAL

The Yale Broadcasting Co.

Incorporated

BOX 242A YALE STATION
NEW HAVEN, CONN.
Telephone 5-6284

PROGRAM DEPARTMENT

Inter Office Memorandum

PROGRAM DIRECTOR
ASSISTANT PROGRAM DIRECTOR
ASSISTANT PROGRAM DIRECTOR (ADM.)
ASSISTANT PROGRAM DIRECTOR (OPNS)
NEWS DEPARTMENT
RECORD DEPARTMENT
SPORTS DEPARTMENT
CONTINUITY DEPARTMENT
SPECIAL EVENTS DIVISION
RECORDING DIVISION
SUPERVISORS
CHIEF ANNOUNCER - MONITOR

I have been somewhat blind to the function of a program director concerning relations between himself and his subordinates, and as a result a feeling of strained relations on a non-verbal level has arisen. This is being corrected. Bi-weekly meetings have been informally scheduled for the Program Department, at which time department heads and anyone I chose to invite to the meetings will have a chance to air their views. At those meetings I will be accountable for my actions. To prevent any such recurrance of ill will I am now making a definite effort to keep men in the department informed as to what the department is doing and its plans for the future. Also, I shall attempt to place certain events in sports and special events in the hands of the men who have been appointed to fulfill various functions of the station's operations.

Contrary to the above, I have been slightly forced to take over the position of Cheif Announcer. It is my sincere feeling that I can make a presentable announcer out of practically enyone who is connected with WYBC, and it is also my regret that I cannot at the moment consider anyone else adequate for the tremendous task of improving the quality of the announcing. As soon as I can find such a person, I will gladly resign that position to him, as the duties of Program Director are sufficient to consume my leisure hours.

The department is at present eagerly awaiting the arrival of a tape recorder, which will give us an opportunity to increase the number of broadcast which we do with other stations in the Ivy Network.

Two members who have been forced into slight inactivity by the examinations at the conclusion of last term, Jack May and Ken Doble, have now returned to active capacities. Jack has resigned his position of Chief Engineer to concentrate on shift assignements during the broadcast day, and Don Trefeissen has been appointed to the former post. Kenny has revamped the supervisors' schedules and will outline in detail their duties. A plan has been set up by Ken to have 1950 board members handle Heelers' Hacktime throughout the Spring Term, thus keeping them in slight contact with the station, and allowing prospective members to benefit from their experience.

Respectfully submitted,

Program Director